

## **Free Salvage Pickup Factsheet** (a Facilities Transportation Service)

**Are you looking for additional lab or bench space? Consider if this free service could help**

The Facilities Transportation Group offers Free Pickup of Items when they are no longer needed in your lab or office.

### **To Qualify for a Free Pickup the Item(s) need to be:**

- **Free standing**
  - No disassembly or disconnection required.
- **Small enough to move from the space and/or building.**
  - No Facilities crafts support required.
- **Weigh less than 250 pounds**
- **Scheduled by you for pickup on a “Free” day for your Building** (schedule on reverse side)
- **Located at an occupied LBNL Facility that Transportation serves**
  - e.g. excludes Sacramento, South Dakota and similar facility locations
- **Must be “Lab/Gov’t” material/equipment**
  - e.g. excludes personal material brought from home

### **Excluded Item(s):**

- **Chemicals, Radiation Sources or Other Hazardous Waste.**
  - Note: EHS has separate disposal/management programs for such materials.  
<http://www.lbl.gov/ehs/>
- **Food Waste, Paper and/or Garbage.**
  - Note: These can be disposed of using regular building disposal bins. If an extra standard disposal bin is needed for a special cleanout, please request one or more from your custodian at <https://commons.lbl.gov/display/fac/Work+Request+Center>
- **Construction Debris**

### **If your Item(s) meet the above Criteria, a Free Pickup can be Requested –**

**To Proceed to Request a Free Pickup, please**

1. **Plan to allow at least three (3) business days from submittal of the Pickup Work Order to the Pickup date**
2. **Review the “free pickup” schedule below when preparing the Work Order request**  
If your Building has a “Scheduled Free Day”, pickups requested for days other than the “Free” days identified in the schedule on reverse side will require a PID from you to cover the cost of removal and disposal.
3. **Request a “Transportation” Work Order at:**  
<https://commons.lbl.gov/display/fac/Work+Request+Center>
4. **A TAF form will automatically be emailed to you; Attach this TAF to the Item(s) to be picked up.**
5. **For question contact Transportation at ext. 5405 or email us at [transportation@lbl.gov](mailto:transportation@lbl.gov)**

## Free Pickup Schedule

<b>Buildings with a Specific "Free Pickup Day"</b>	<b>Free Pickup Day</b>	<b>WO Needed By</b>	<b>WO Required</b>	<b>TAF Attachment Required</b>
<b>50, 50A, 50B, 50C, 50E or 50F</b>	<b>Tuesday</b>	prior Thursday	YES	YES
<b>62, 62-trailer</b>	<b>Wednesday</b>	prior Friday	YES	YES
<b>66</b>	<b>Wednesday</b>	prior Friday	YES	YES
<b>70, 70A</b>	<b>Thursday</b>	prior Monday	YES	YES
<b>74</b>	<b>Thursday</b>	prior Monday	YES	YES
<b>90, 90-trailer</b>	<b>Wednesday</b>	prior Friday	YES	YES
<b>Any Other Building or Trailer</b>	<b>Free Pickup Any Workday</b>	3-Workdays in Advance of Desired Pickup	YES	YES

### Why do some buildings have free pickups on specific days?

This approach balances staff resources across the week - at a minimal overhead cost.

Experience has shown that this approach allows Facilities Transportation staff to address their obligations within performance expectations – while minimizing over-time and supplemental part-time hires.

If you have a question, or wish to discuss, contact Transportation at ext. 5405 or email us at: [transportation@lbl.gov](mailto:transportation@lbl.gov)

### Additional Notes:

1. All material picked up will be processed through the standard LBNL materials handling, surplus and waste management processes – as applicable to each item.
2. All "Universal Waste" is handled via the same process as other salvage items. Please submit a Work Order request, and attach the TAF form to the item.
3. Excess/Salvage at Bldg.79 will not take any items without a TAF form; therefore Transportation is not permitted to pick up any excess items unless a completed TAF form is attached.